A4TD

ASSOCIATES FOR TRAINING & DEVELOPMENT

ADVANCING WORKFORCE
DEVELOPMENT FOR
MATURE WORKERS
SINCE 1983

Network To Work - Meeting Agenda

Participant Guide – January 2019

Agenda Topics

1. Materials

- Please be sure to turn in your Job Search Activity Log.
- Your **Case Management Participant Assistant** has your meeting agenda and various program materials available for you.
- Please be sure to provide us with any changes in your address, phone or email.

2. Welcome, Introductions and Follow Up

- **Introduce yourself:** Name, host agency, and job goal.
- **Group Sharing / discussion:** Share:
    o Your experience this past month with the following:
        ▪ Practicing resilience and adaptability by trying a new activity that would stretch you beyond your comfort zone;
        ▪ Asking yourself, at the end of each day, *"What did I do well, what didn't go so well today, what can I learn, and how can I be better tomorrow?"*

3. A Bit about SCSEP - Answer the following questions.

- What does "SCSEP" stand for?
    o _____

- Where do program funds come from?
    o _____

- What's the objective of the SCSEP program?
    o _____

    o _____

- What's your goal as a SCSEP participant?
    o _____

    o _____

4. We Celebrate You! Participant Success
- Certificates are handed out

5. Miscellaneous Matters
- **Information of note.**

    Notes:_____

    _____

    _____

    _____

    _____

6. Employer Guest Speaker: _____
- **Job Search Skill Topic:** "Resume Customization"

    Notes:_____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

    _____

7. Job Readiness: Resume Development and Customization
- **Part 1 – Introductory Activity – True or False:**
    - A resume needs to be tailored to each job you apply for
    - Technology skills should be left off of the resume.
    - School graduation dates should be included on a resume.
    - Professional experience should be limited to 10 to 15 years.
    - Tasks associated with past job titles should be highlighted.
    - Achievements that showcase skills should be highlighted.
    - Keywords and terms from the job description don't add value to a resume.
    - You should include the phrase "references available upon request".
    - Don't include personal information such as marital status, hobbies, or a photo.
    - An "objective" statement is no longer used.

- **Part 2 – Group Q & A and Discussion**
    - What do you feel are the strongest and weakest parts of your resume?

    - What do you like? What do you want to change?

    - Why do you need a good resume?

    - What do you feel are the universal characteristics of a good resume?

    NOTES:

    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____

- **Part 3 – Discussion of Resource Document**
    - **See Resource Handout**, *"Resume Tips and Pointers, Especially for Older Job Seekers"*

    NOTES:

    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____

- **Deepen Your Understanding –** During the next month please:
    - If you already have a resume, review it and compare it to what you've learned today. Make any necessary changes.
    - If you don't already have a resume, work with your A4TD staff person to connect with your local One-Stop or Career Center to take advantage of their resume writing services and workshops.
    - Come to the February meeting prepared to share your experience.

8. Workplace Safety Video:
"Sleep Loss Effects – Danger: Sleepy Worker at Work"
Notes:

_____
_____
_____
_____
_____
_____
_____

9. Jobs in the Area / Peer to Peer Support and Sharing
- **Staff will share job contacts** / potential opportunities that you should apply for when the opportunity matches your job goal.

- **Participants**:
    - Share job contacts opportunities that you are aware of.
    - Share any wisdom or insight you have gained from your own job search.
    - Share something learned at your host agency or an offsite training.
    - Share any experience you had being contacted or interviewed by an employer.

10. Your Employment Portfolio: What's in your portfolio?
- While you are becoming "job ready" through your training, we also want you to become "interview ready" by developing your Employment Portfolio. Each time we meet with you to review your IEP we will discuss your Employment Portfolio. In the meantime, we expect you to be pulling together its components, listed below.

    - Copies of your resume and general cover letter (you may have different versions)
    - Copies of any letters you have sent out
    - Certificates of completion for trainings you have taken
    - A list of your current references, with their contact information

---

- o   A list of your community service and volunteer activities
- o   A letter of reference *from your host agency supervisor*

11. Parting Notes and Housekeeping Items

- **All A4TD Training Centers will be closed** on Monday, January 21st in observance of Martin Luther King Day and on Monday, February 18th, in observance of Presidents Day. Your Host Agency may also be closed on those days.   If it is, please make plans with your CMPA and your Host Agency supervisor to make up your hours *during the same pay period*.

- **This monthly Network to Work meeting is required as part of your training** unless an emergency situation arises or a participant is ill. These meetings help build your job search and professional skills, giving you the tools to conduct an effective job search. Notify your A4TD staff person *before the meeting* if you are unable to attend.

- **The A4TD Grievance procedure is as follows.** The goal is to resolve complaints at the lowest possible level.
  - o   Discussion with supervisor (CMPA)
  - o   If unresolved at level one, written complaint to Program Management.
  - o   If unresolved at level two, written complaint to Executive Mgt.
  - o   Complaints to be filed within 10 days of incident or grievance decision.
  - o   Full details in Participant Handbook (available on A4TD website)

- **These activities are prohibited at your training site.** Please inform local staff if you feel your rights are being violated.
  - o   The unlawful use, distribution, possession, manufacture, or being under the influence of drugs or alcohol.
  - o   Harassment (verbal or physical conduct) on the basis of any protected characteristic that creates an intimidating, hostile or offensive work environment.
  - o   Lobbying or engaging in partisan or nonpartisan political activity.

- **When should you begin looking for a job?**
  - o   It is *recommended* you begin as soon as you enter the problem.
  - o   It is *required* once you are considered "job ready", having achieved proficiency in 75% of the tasks and abilities spelled out in your Individual Employment Plan.

- **What additional training should you participant in beyond your host agency?**
  - Computer Training
  - Job Readiness workshops at your local CareerCenter, Department of Labor, One Stop, or CNY Works office.
  - Occupation-specific skills or credential training as identified by A4TD staff.
  - Please talk with your local A4TD staff person to identify courses relevant to your job goal**.**

- **What's the difference between SCSEP and A4TD?**
  - SCSEP is a federally funded program to help seniors 55+ rejoin the workforce. A4TD is one of the organizations selected by DOL to administer SCSEP.

- The **February meeting date** is _____.

- Do you have a question or suggestion?
  - Please email us at suggestions@a4td.org; we value your feedback!

How can the Associates for Training and Development staff help you?

TIMESHEET REMINDER:

- When recording the Network to Work meeting information on your timesheet, the "# of Off-site Training Hours" should be **4.** Assuming a 20 hour training schedule, you may record a maximum of 22 training hours in a week when you have a NTW meeting (18 hours onsite; 4 hours offsite for the NTW meeting).
- In the "Explanation of Offsite Training Hours", write *Network to Work Meeting*
- **You cannot train more than 8 hours on any single day,** even a day with a Network to Work meeting.
- **Remember to print your name and host agency on the top line of the timesheet.**